

[Your Name]
[Your Rank]
[Your Unit]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Organization/Unit Name]
[Address]
[City, State, ZIP Code]

Subject: Attendance Confirmation for JKO Training

Dear [Recipient's Name],

I am writing to formally confirm my attendance at the Joint Knowledge Online (JKO) training scheduled for [insert date(s)]. I understand the importance of this training and am committed to completing the necessary courses to enhance my skills and readiness.

Please let me know if there are any additional details or documentation required prior to the training.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Rank]
[Your Unit]
[Your Signature (if submitting a hard copy)]